

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 28, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, Fire Chief Stieve, T. Pinion, Tim Lawther, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the minutes of April 9, 2020, April 14, 2020, & April 21, 2020.

Moved by Kolb, seconded by Wedekind and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Fire Chief Kevin Stieve provided an update regarding our Emergency Operations
- Tim Lawther from the Sauk County Health Department provided a COVID-19 update

PUBLIC HEARINGS – *None Scheduled*

PUBLIC INVITED TO SPEAK – *No one spoke*

MAYOR'S BUSINESS

The Mayor thanked the organizers and artists that put together the community fundraiser this past Sunday.

CONSENT AGENDA

Resolution No. 20-21

THAT the Accounts Payable, in the amount of \$ 1,713,540.07 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 20-22

That the following budget amendments are authorized:

- 1st Quarter, 2020 City-Wide Supplemental Budget Amendments for \$842,340
- 1st Quarter, 2020 City-Wide Budgetary Transfers \$20,683

City of Baraboo
1st Quarter Budget Amendments

Common Council approved the following 2020 Budget Amendments at their [April 28, 2020](#) meeting:

| Department | Account Number | Account Name | Original Budget | Increase/ (Decrease) | Amended Budget |
|------------|------------------|------------------------------|-----------------|----------------------|----------------|
| Airport | 632-35-43220-000 | Federal Transportation Grant | - | 150,000 | 150,000 |
| Airport | 632-35-43531-000 | Local Transportation Aid | - | 8,333 | 8,333 |
| Airport | 632-35-49300-000 | Fund Balance Applied | - | 8,334 | 8,334 |

| | | | | | |
|--|----------------------|--------------------------------|---------|-------------------|---------|
| | | | | <u>\$ 166,667</u> | |
| Airport | 632-35-53510-861-000 | Facilities Improvements | | <u>166,667</u> | 166,667 |
| <i>To create budget for Grant Project from PY</i> | | | | <u>\$ 166,667</u> | |
| Fire | 100-21-48400-000 | Insurance Recoveries | 3,500 | <u>5,190</u> | 8,690 |
| | | | | <u>\$ 5,190</u> | |
| Fire Protection | 100-21-52200-240-000 | Repair & Maint Service-Vehicle | 9,000 | <u>5,190</u> | 14,190 |
| <i>To create budget for insurance recovery</i> | | | | <u>\$ 5,190</u> | |
| Police | 100-20-49310-480 | Fund Bal Applied-Desig Equip | 2,190 | <u>350</u> | 2,540 |
| | | | | <u>\$ 350</u> | |
| Police Department | 100-20-52110-390-480 | Oth Supp & Exp - Desgn Prop Rm | 1,000 | <u>350</u> | 1,350 |
| <i>To allocate funds for garage door work</i> | | | | <u>\$ 350</u> | |
| Parks | 100-52-43583-620 | Forestry Grant | | <u>5,500</u> | 5,500 |
| Parks | 100-52-49287-000 | Transfer from Park Segregated | | <u>5,500</u> | 5,500 |
| General Government | 100-10-49300-000 | Fund Balance Applied | 663,411 | <u>8,825</u> | 672,236 |
| | | | | <u>\$ 19,825</u> | |
| Zoo | 100-52-55410-822-000 | Building Improvements | 5,175 | <u>19,825</u> | 25,000 |
| <i>To Approp funds for 2019 projects moved to 2020</i> | | | | <u>\$ 19,825</u> | |
| General Government | 100-10-49300-000 | Fund Balance Applied | 637,329 | <u>34,907</u> | 672,236 |
| | | | | <u>\$ 34,907</u> | |
| Records & Support | 100-20-52130-814-000 | Equipment Purchases | | <u>11,600</u> | 11,600 |
| Fire Protection | 100-21-52200-250-000 | Repair & Maint Serv-Equipment | 14,305 | <u>4,460</u> | 18,765 |
| Fire Protection | 100-21-52200-340-000 | Operating Supplies | 8,800 | <u>5,218</u> | 14,018 |
| Machinery & Equipment | 100-31-53240-361-000 | Blades & Plow Materials | 5,000 | <u>721</u> | 5,721 |
| Snow & Ice | 100-31-53350-350-000 | Repair & Maint Materials | 5,000 | <u>4,650</u> | 9,650 |
| Snow & Ice | 100-31-53350-361-000 | Blades & Plow Materials | 25,000 | <u>2,198</u> | 27,198 |
| Civic Center | 100-52-55130-822-000 | Building Improvements | 51,825 | <u>4,265</u> | 56,090 |
| Parks | 100-52-55200-260-000 | Repair & Maint Serv-Buildings | 15,400 | <u>1,795</u> | 17,195 |
| <i>To Approp funds PO Encumbrances</i> | | | | <u>\$ 34,907</u> | |
| General Government | 430-10-49300-000 | Fund Balance Applied | 528,298 | <u>2,196</u> | 530,494 |
| | | | | <u>\$ 2,196</u> | |
| Parks | 430-52-55200-821-000 | Land or Land Improvements | 768,158 | <u>2,196</u> | 770,354 |
| <i>To Approp funds PO Encumbrances</i> | | | | <u>\$ 2,196</u> | |
| Police | 100-20-49310-480 | Fund Bal Applied-Desig Equip | 1,540 | <u>1,000</u> | 2,540 |
| | | | | <u>\$ 1,000</u> | |
| Police Department | 100-20-52110-390-480 | Oth Supp & Exp - Desgn Prop Rm | 350 | <u>1,000</u> | 1,350 |

| | | | | | |
|---|----------------------|--------------------------------|---------|-------------------|---------|
| <i>To Approp funds for roof repair to storage shed</i> | | | | <u>\$ 1,000</u> | |
| Police | 100-20-49310-480 | Fund Bal Applied-Desig Equip | 1,350 | 1,190 | 2,540 |
| Police | 100-20-49310-400 | Fund Balance Applied-Desig Don | - | 1,310 | 1,310 |
| Police | 100-20-43525-614 | Police Grant - BOTS Equipment | - | 2,500 | 2,500 |
| | | | | <u>\$ 5,000</u> | |
| Police Department | 100-20-52110-814-000 | Equipment Purchases | 43,000 | 2,500 | 45,500 |
| Police Department | 100-20-52110-814-400 | Equip Purchase-Des Donation | - | 1,310 | 1,310 |
| Police Department | 100-20-52110-814-480 | Equip Purchase-Des Equip | - | 1,190 | 1,190 |
| <i>To appropriate grant for Solar Speed Board</i> | | | | <u>\$ 5,000</u> | |
| Parks | 890-52-49300-000 | Fund Balance Applied | 6,900 | 1,047 | 7,947 |
| | | | | <u>\$ 1,047</u> | |
| Parks | 890-52-55200-260-000 | Repair & Maint Serv-Buildings | - | 1,047 | 1,047 |
| <i>To appropraite FB emergency repair park/zoo ofc.</i> | | | | <u>\$ 1,047</u> | |
| Parks | 430-52-49300-000 | Fund Balance Applied | - | 196,777 | 196,777 |
| Parks | 430-52-43691-620 | DNR Grant | 63,683 | 122,500 | 186,183 |
| Parks | 430-52-48500-000 | Donations and Contributions | 107,798 | 50,000 | 157,798 |
| | | | | <u>\$ 369,277</u> | |
| Parks | 430-52-55200-821-000 | Land or Land Improvements | 401,077 | 369,277 | 770,354 |
| <i>To Approp prior year budget for Riverwalk bridge</i> | | | | <u>\$ 369,277</u> | |
| Parks | 430-52-43691-620 | DNR Grant | 122,500 | 63,683 | 186,183 |
| Parks | 430-52-48500-000 | Donations and Contributions | 66,250 | 91,548 | 157,798 |
| Parks | 430-52-49210-000 | Transfer from General Fund | - | 5,400 | 5,400 |
| General Government | 430-10-49120-100 | Proceeds from Notes - LOC | - | 57,000 | 57,000 |
| | | | | <u>\$ 217,631</u> | |
| Parks | 430-52-55200-821-000 | Land or Land Improvements | 552,723 | 217,631 | 770,354 |
| <i>To Approp prior year budget for Kayak launch</i> | | | | <u>\$ 217,631</u> | |
| Parks | 490-52-49300-400 | Fund Balance Applied | - | 3,000 | 3,000 |
| | | | | <u>\$ 3,000</u> | |
| Parks | 490-52-55200-814-000 | Equipment Purchases | - | 3,000 | 3,000 |
| <i>To appropriate FD for root grapple attachment</i> | | | | <u>\$ 3,000</u> | |
| Parks | 430-52-48500-000 | Donations and Contributions | 141,548 | 16,250 | 157,798 |
| | | | | <u>\$ 16,250</u> | |
| Parks | 430-52-55200-821-000 | Land or Land Improvements | 754,104 | 16,250 | 770,354 |
| <i>To Approp Kiwanis donation to Riverwalk Bridge</i> | | | | <u>\$ 16,250</u> | |
| Net impact on all city-wide funds' budgets | | | | \$ 842,340 | |

Moved by Sloan, seconded by Petty and carried that the Consent Agenda be approved-9 ayes.

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2548** amending §12.02 of the Baraboo Municipal Code to allow the City Clerk to issue Operator's Licenses when the applicant meets the minimum requirements.

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2549** adopting §2.03M of the Baraboo Municipal Code to allow remote participation at committee, board, commission and Council meetings.

Moved by Wedekind, seconded by Ellington to approve the 2nd reading of **Ordinance No. 2550** approving the proposed revision to the Financial Hardship repayment provision for Special Assessments

NEW BUSINESS - RESOLUTIONS**Resolution No. 20-23**

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Amending Section 3.14, Vacation, to allow employees additional flexibility in when they use their accrued vacation time, contingent upon receiving preapproval by the City Administrator.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 20-23** be approved-9 ayes.

Resolution No. 20-24

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Small Business Loan Program ("Program"); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the business applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City's receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the business, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to businesses and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 20-24** be approved-9 ayes.

Resolution No. 20-25

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That a 12-foot wide permanent easement along the north right-of-way line of 2nd Avenue, from the Baraboo River east approx. 135 feet, for underground gas main is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 20-25** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing gave an update regarding the Governor's extension of the "Safer at Home" order.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** 1st Qtr. 2020 Financial Statements
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

April 14, 2020

Members Present: Petty, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, M. Schauf

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of March 10, 2020 and carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$1,353,626.92** (\$920,668.94 for 3/24/2019 & \$432,957.98 for 4/14/2020). Motion carried unanimously.
- b) **4th Qtr. 2019 CDA Budget Amendments** – The Committee reviewed the CDA's 4th Qtr. Budget Amendments. Moved by Kent, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:28pm.

Baraboo BID Meeting Minutes

3/18/2020

Present Members: Stelling, Wickus, Yount, Fay, Sloan

Absent Members: Brunker, Marklein, Kolb, Downing

President Fay called the meeting to order at 5:53 pm

Approval of February 2020 minutes: Yount/Wickus

Adoption of Agenda: Stelling/Wickus

President: None

Secretary: None

Treasurer: Need to determine if we need to increase 2020 budget to \$1800 to pay City of Baraboo admin fees

Appearances: Banners changed out, sticks are frozen in flowerpots so unable to remove, looking to hire someone to fill flowerpots

Business Development: None

Finance: None

Parking: None

Promotions: Devils Lake guide and maps completed and placed. Farmers market to get web security for \$100

Old Business

Civic Center Mural: Everything is in place and was set to start in May but now unknown with Covid-19 pandemic

Branding update: Spirit trail and tourism widget has been contracted out

New Business

1. What can we do to help business owners with Covid-19 pandemic

2. Approval of Vouchers:

a. Wisconsin Public Radio \$1,960

b. Next Level \$247.50

c. Skillet Creek Media \$125.00

d. City of Baraboo \$1,239.48

Total: \$3,571.98

Approved: Wickus/Yount

Motion to adjourn at 6:24 p.m. by Yount/Wickus

Baraboo BID Meeting Minutes

4/15/20 Remote Meeting

Participating: Members: Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

Others: None

Absent: Bruner

President Fay called the meeting to order at 5:47 p.m.

Approval of March 2020 minutes: Stelling/Wickus

Adoption of Agenda: Wickus/Yount

President: Brendan McDaniel from Toy Soldier shop will serve in the BID seat vacated by Sheila Byberg.

Secretary: None

Treasurer: None

Appearances: Committee needs to meet to discuss RFPs for planters. Proposed skipping spring planters in favor of early summer plantings.

Business Development: Will be working with Lacey Steffes on development programming for members.

Finance: None

Parking: Previous contractor for weed removal is available and ready.

Promotions: Has been having conversations regarding Farmer's Market. Intention is to hold the Farmer's Market with safeguards in place. \$5,000 for Branding Initiative needs to be transferred from reserves rather than the Promotions Committee budget.

Old Business

None

New Business

Approval of vouchers:

NextLevel Marketing (Promotion) \$67.50

Approved: Wickus/Yount

Motion to adjourn at 6:06 p.m. by Sloan/Stelling

• **Copies of these meeting minutes are on file in the Clerk's office:**

UW Campus.....02-20-2020 Police & Fire Comm.....03-16-2020

Ambulance Comm.....02-26-2020, 03-11-2020, 03-17-2020

- **Petitions & Correspondence Being Referred:** *None*

ADJOURNMENT

Moved by Kent, seconded by Ellington, and carried unanimously that the meeting adjourn at 7:49pm.

Brenda Zeman, City Clerk